



Job Description

Clerk to Local Advocate Boards (LAB)

Salary / Grade Range	Grade C or D Scale point 5
Hours	3 hours per week – worked flexibly across the term at times convenient for the LAB meetings and levels of business requirements.
Location	Hybrid – Office base provided, home working supported. Attendance at select ACE schools in Devon for Local Advocate Board Meetings as required.
Report To	Governance Professional

Main purpose of role is to:

Provide advice to three Local Advocate Boards (LAB) on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.
- Provide additional administration support to the central governance team.

Main responsibilities and tasks

The clerk to the Local Advocate Board (LAB) will:

1. Provide advice to the LAB

- Advise the LAB on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the LAB;
- Inform the LAB of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are on the website, and are revised when necessary, with the assistance of staff
- Advises on the annual calendar of LAB meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction and training of governors taking on new roles, in particular chair or vice

chair of the LAB.

2. Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the LAB meeting.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of LAB meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the LAB), the Headteacher.
- Circulate the reviewed draft to all governors (members of the LAB), the Headteacher. The Trust Governance Professional as agreed by the LAB and within the agreed Trust cycle of business.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school and on the school's website;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.
- Maintain a record of training undertaken by members of the LAB; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the LAB on succession planning (of all roles, not just the chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of LAB members and their term of office, and inform the LAB and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any portfolio committees/groups and working parties.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;

- Maintain records of LAB correspondence.
- Ensure copies of statutory policies and other school documents approved by the Trust or local committee are uploaded onto the school website.
- Maintain the LAB pages of the school's website.
- Monitor and update 'Get Information About Schools' up to date with governors details.

5. Trust Improvement Group (TIG) - Governance

- To take part in the Trusts Improvement Group (TIG) for Governance and to attend TIG meetings when required.
- To update other clerks on current governance activity within their school.

6. Personal Development

- Undertake appropriate and regular training and development to maintain their knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management through personal aspiration plans.
- Attend Trust wide governance events.

7. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the LAB is required to convene and support or LABs where required
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the local committee, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the governing body from time to time.

8. Other

- Any other duties required by the Governance Professional, Headteacher or chair, which is within the scope of this post.
- To work within the Trusts Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

9. **Whole school commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times.

These duties are not exclusive nor exhaustive and further duties may be required as commensurate with the post as requested by the Governance Professional.